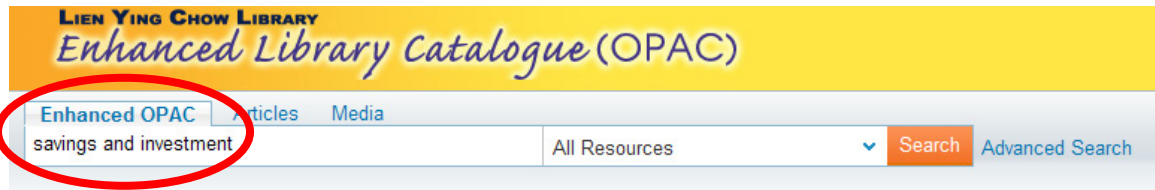


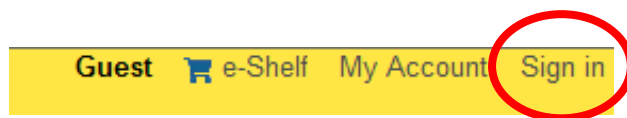
An alert is a process that runs your query automatically at a scheduled time and sends you updates on the new titles via e-mail. Below are the steps:

(A) Activate alerts from Save query

1. Do a search in Enhanced OPAC



2. Sign in to save the query that you have done



3. A log-in page will be displayed. Key in your name and password

LOGIN to Enhanced Library Catalogue (OPAC)

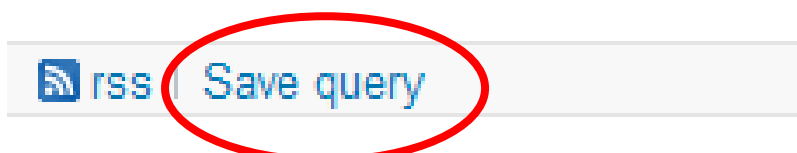
| User Category | User ID |
|-------------------------------------------|--------------------------------|
| Staff | NPNET ID and password |
| Student (including FSI) | MeL Login account and password |
| External Members (including SIT students) | Library Barcode and PIN |

Any problems, please call the Reference Librarians at 6460 6290

User ID:

Password:

4. Save a query by clicking on the Save query link which appears below the facets in the brief results page



5. A menu page will be prompted. These are the steps:
 - a. Fill in our query name and click on the button for save and alert.
 - b. Fill in your e-mail address that you want the alerts to be sent to.
 - c. Click on the Save button.
 - d. A pop up window will be displayed stating that your query was saved successfully

The screenshot shows a 'Save Query/Alert' form with the following fields and options:

- Query name:
- Save/Alert: Save, Save & alert
- Email results to:
- If no results: Send anyway, Don't send
- Save button:

Red arrows (a) through (d) point to these elements respectively. To the right, a yellow pop-up message states: "Your query was saved successfully. You can now close this window."

OR

(B) View and activate alerts via e-Shelf

1. Do a search in OPAC, sign in and click on e-Shelf (steps are the same as activate alerts from Save Query)
2. Click on the Queries tab in e-shelf. You will see your saved queries & alerts. To configure an alert for a saved query, click on the Update hyperlink for that query

The screenshot shows the 'e-Shelf' interface with the 'Queries' tab selected. A table titled 'Saved queries & alerts' is displayed with the following data:

| # | Query name | Alert type | Update/Set alert | RSS | Delete |
|---|------------------------|------------|------------------|-----------|--------|
| 1 | Savings and investment | Email | Update | Subscribe | Delete |

Red circles highlight the 'Queries' tab, the 'Saved queries & alerts' link, and the 'Update' link in the table.